



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 15-101	PAGE NUMBER 1 of 12
		SUBJECT: WORK RELEASE AND PRISON/NONPRISON BASE PRIVATE INDUSTRY PROGRAMS: Selection Criteria and Placement Procedures	
Approved By:  Secretary of Corrections		Original Date Issued: 04-25-91	Current Amendment Effective: 04-29-11
		Replaces Amendment Issued: 06-18-10	

POLICY

Selected inmates may be placed into a structured work release program. (ACO 2-CO-4G-01, ACI 3-4391) Selection criteria for participation and placement in the Department's work release programs and private prison based/non-prison based employment shall be based upon the inmate's need for such a program and the inmate's crime(s) and degree of risk to the community. Inmates with a diagnosis of pedophilia are not eligible for placement in work release. (ACI 3-4288, 3-4389) Physically challenged inmates requiring assistance in obtaining employment shall be eligible for work release placement; (ACI 3-4396) inmates physically incapable of seeking and maintaining employment shall not be placed in the program.

Participation in the work release program shall be voluntary. Participants shall be informed of, and agree to abide by, all applicable policies and procedures, and facility general orders applicable to program participation.

Referring facilities shall be advised of all program placement denials, including the reasons for each denial.

DEFINITIONS

Clinical Services Report: A report prepared by KDOC clinical professional staff on inmates scheduled for release that are identified as being incarcerated for commission of a sexually violent offense or for an offense committed for the purpose of sexual gratification. The report shall indicate the inmate's likelihood of being a sexually violent predator.

Private non-prison based employment as work release: Private non-prison based employment programs which operate within a community setting utilizing inmates with not more than a minimum security classification shall be work release programs.

Private prison based employment as work release: Private enterprises which operate on the grounds of a correctional institution and employ inmates shall be work release programs.

Program Management Committee: The committee, consisting of the warden or designee and an administrative/supervisory representative from the Programs and the Security divisions of the facility responsible to review and approve or deny proposed classification exceptions, amendments to inmate program agreements, and transfer requests/recommendations.

Work Release Program: Any of the Department's work release programs as authorized by KSA 75-5267 and governed by KSA 75-5268, applicable Internal Management Policies and Procedures, and facility general orders as approved by the Secretary of Corrections or designee or agreements authorizing participation in county work release programs. Work release programs assist inmates in community reintegration by allowing them to leave confinement and work in the community under general supervision and structure.

PROCEDURES

I. Work Release Selection Criteria (ACI 3-4288, 3-4391)

- A. Inmates shall be recommended for work release program participation based upon the inmate's need for the program, the inmate's degree of risk to the community, and without regard to the inmate's race, national origin, gender, and religion, etc.
 - 1. Except for those inmates whose release is controlled by Parole Board actions, recommendations for work release participation may be included in the inmate's program agreement at the time of the inmate's initial classification.
 - a. Inmates whose current incarceration equals or exceeds five (5) years, and whose release is controlled by Kansas Parole Board actions, may have their program agreement modified to include Work Release after they have had at least one parole hearing, as approved by the Program Management Committee.
 - b. New inmate admissions who meet the following criteria should have work release placed on their initial classification upon completion of the initial assessment and evaluation process at either the Topeka Correctional Facility or El Dorado Correctional Facility:
 - (1) The inmate is classified as minimum custody.
 - (2) The inmate would benefit from placement in a less restrictive, less traditional correctional setting in order to provide minimal disruption to pro-social activities, community ties and/ or work.
 - (3) The inmate presents a low risk for violence and for re-offending.
 - (4) The inmate has sufficient time remaining to serve subsequent to the completion of the initial classification process to complete work release.
 - (5) The inmate does not have a program requirement that cannot be adequately addressed while participating in work release program.
 - c. The Program Management Committee of any facility may modify the program agreement during the inmate's incarceration if the inmate's needs change.
- B. Subsequent to a recommendation for work release being placed within an inmate's program agreement, the inmate's actual eligibility for work release participation shall be assessed under the following criteria:
 - 1. The inmate shall have been continuously housed in a minimum security living area for at least thirty (30) days.
 - a. Inmates in the IFI program who are minimum custody, complete the program, and are referred for work release placement do not have to be placed in a minimum security facility for 30 days prior to going to work release. The 30 day time period will be waived for these placements.
 - 2. Irrespective of their minimum custody classification, inmates may be excluded from work release participation based upon:
 - a. Unsatisfactory adjustment during incarceration.
 - b. Having a Class I disciplinary conviction within eight (8) months prior to the assignment.

- c. Possessing a history of escape(s) and/or assaultive behavior.
 - (1) Assaultive behavior shall include any assaultive activity, including any actions that are violent or threatening against a person, including criminal convictions, disciplinary rule violations during any time period, and/or documented social history.
 - (2) Criminal conviction(s) which include circumstances of violent behavior toward a person.
 - d. Presence of active emotional or mental health problems.
 - e. Past/present involvement in organized criminal activities, including gang or security threat group activities.
 - f. A CSR (Clinical Services Report), RDU Report and/or SOTP (Sex Offender Treatment Program) Discharge Summary which indicates that the inmate presents a high level of risk in a community or work release setting.
 - 1. Whether the inmate has an Axis I diagnosis: Not otherwise specified (non-consent, hebephilia etc), exhibitionism, fetishism, frotteurism, sexual masochism, sexual sadism, transvestic fetishism, and voyeurism.
 - 2. Whether the inmate has a Static 99 of moderate-high or high.
 - g. Inmates with detainers may be referred to work release providing:
 - (1) Except as provided directly below, the detainer will not require the inmate to serve in excess of 60 additional days upon release from a facility.
 - (a) If the detainer's jurisdiction of origin has indicated that participation in a work release program would have the effect of either rescinding the detainer or reducing its outstanding obligation of time to serve to 60 days or less, the inmate may be referred to work release placement.
 - (2) The detainer information shall be included on the 120 day review for referral for work release or release plan.
 - h. Any other reason for which the reviewer believes the inmate would be a risk to public safety or inappropriate for placement into the work release program.
3. Inmates meeting the requirements for Pre-release Reintegration in accordance with IMPP 10-136 shall complete the program prior to placement in a work release program unless both programs can be taken simultaneously or as directed by the Deputy Secretary of Facility Management when an inmate requires an exception to the custody classification to participate in the work release program.
- C. Inmates with a diagnosis of pedophilia are not eligible for placement in work release.
- D. Subject to the provision of Section VI, except for inmates managed as a sex offender who have an override precluding SOTP, inmates managed as sex offenders shall not be placed in work release until such time as they have successfully completed treatment. The following shall be considered in determining whether treatment was successful:
- 1. PPG Assessment: Whether the inmate has developed the ability to control arousal to deviant stimuli;

2. Sexual History Polygraph assessment: whether the inmate was forthcoming concerning the extent and/or duration of the inmate's deviant sexual behaviors;
 3. Whether the inmate has demonstrated reasonable competency and skill in satisfying program criteria;
 4. Whether the inmate's prognosis is guarded or better.
 - a. If the inmate completed treatment before the discharge summary contained the PPG Assessment, Sexual History Polygraph and the prognosis, the SOTP Clinical staff shall review the discharge summary and the available assessments, and shall make a recommendation as to whether the treatment was successful.
 5. Condition violators may be considered for work release if the basis for their revocation was not their failure to participate in a community based SOTP aftercare program, or their removal from such a program for violation of the conditions of the program.
 6. Whether the inmate is eligible for Level 2 Community Base Treatment.
- E. Inmates recommended for any type of aftercare treatment may be considered for placement in work release.
1. Inmates shall be advised that an aftercare treatment plan will be required as a part of the Work Release Agreement and the inmate may be responsible for all or part of the cost of such aftercare treatment.
- F. Inmates physically incapable of seeking and maintaining employment shall not be placed in a work release program; however, physically challenged inmates in need of assistance in obtaining employment shall be regarded as eligible for placement. (ACI 3-4396)
1. Inasmuch as work release inmates are responsible for their own medical care, consideration shall be given to the medication, which the inmate is required to take and the inmate's ability to assume such costs. Special arrangements may be necessary for the sending facility to provide the inmate with an initial supply of medication.

II. Work Release Application Procedures (ACI 3-4389, 3-4391)

- A. Except as provided by Section I.A.1.a. of this IMPP, inmates at 18 months of the earliest projected release date may apply for work release placement by submitting a form 9 to the unit team.
1. Upon receipt of the inmate's request, the unit team shall assess the inmate's suitability for the program according to the criteria in Section I.
 - a. If the inmate is determined to be suitable for work release placement, the unit team shall complete a Program Classification Form (see IMPP 11-106), and forward the form to the facility's Program Management Committee (PMC), for approval or disapproval.
 - (1) The Program Classification Form shall ordinarily be prepared in conjunction with the inmate's next scheduled 120-day review. However, if the inmate's request is in response to a KPB recommendation, a special review shall be conducted for this purpose.

- (2) If the inmate is a sex offender, an SOTP Discharge summary (ies) shall be included with the Program Classification Form and if available a Clinical Services Report.
- b. If the inmate's placement is disapproved at any point in the process, the inmate shall be provided written notification as to the reason(s) for denial.
 - (1) If the denial results subsequent to the holding facility's recommendation, the warden or designee shall be provided a copy of the reason for denial.
 - (2) The reason for denial shall be maintained in the inmate's master record.
 - (3) The inmate may use procedures in IMPP 11-106 for a review of the decision.
2. If an inmate's application/Program Classification Form and supporting material is approved by the Program Management Committee and signed by the warden it shall be forwarded to the Deputy Secretary of Facility Management or designee for approval or disapproval.
 - a. A determination shall be made by the Deputy Secretary of Facility Management whether the inmate will be designated for GPS monitoring while in the work release program. The following factors may be considered in making this determination:
 1. The circumstances of the inmate's conviction or criminal history;
 2. Inmates with a KPB special condition for GPS;
 3. Inmates who are minimum custody by exception;
 4. Victims concerns or circumstances; or
 5. Any other reason warranting GPS restriction or monitoring while in the work release program.
 - b. Once the Deputy Secretary of Facility Management determines GPS will be required, the inmate's unit team shall be notified.
 - c. It shall be the responsibility of the unit team to ensure the inmate is aware of the condition for GPS monitoring prior to transfer to work release.
 - d. Unit teams shall not deny an inmate consideration for work release based on possible GPS monitoring until reviewed by the Deputy Secretary of Facility Management or designee.
 - e. If approved, the Deputy Secretary of Facility Management or designee shall include the inmate's name with those approved for placement.
 - f. Notification of the Deputy Secretary of Facility Management decision, whether it is for approval or disapproval, shall be provided to the facility warden, or designee, who shall provide notification to the inmate through the inmate's unit team.
 - g. If the inmate is a sex offender and they have a low or medium risk to sexually re-offend and presents characteristic of pedophilia or any other Axis I mental abnormality, the Deputy Secretary of Facility Management or designee may

request a Clinical Services Report to rule out a diagnosis prior to work release approval.

- .h. Upon placement decision in a work release program the Deputy Secretary of Facility Management or designee shall notify the Victim Notification Coordinators, Transportation Coordinator, work release facility staff and Classification Administrator or designee for the sending facility via e-mail.

III. Inmates Recommended for Work Release Participation by the Kansas Parole Board (KPB)

- A. Upon receipt of a KPB decision of "Pass with a recommendation for work release", the inmate shall be screened for placement, in accordance with the provisions of Section II.
 - 1. An inmate with a KPB recommendation for work release who does not meet the criteria for work release placement shall be reviewed by the appropriate facility staff for consideration for minimum custody by exception.
 - 2. Materials in support or opposition to minimum custody shall be forwarded to the Deputy Secretary of Facility Management or designee within 30 days of receipt of the KPB decision.
 - 3. If an exception in support of minimum custody is approved, the facility shall be notified and the inmate shall be transferred to pre-release in sufficient time to complete that program prior to placement in work release.
 - 4. If the exception is not supported by the Deputy Secretary or designee, notification shall be forwarded to the facility and to the Kansas Parole Board.
 - 5. If the facility does not support the minimum custody by exception but the exception is supported by the Deputy Secretary or designee, the facility shall be notified.

IV. Work Release Placement Procedures (ACI 3-4391)

- A. Placement in work release shall be prioritized using the following descending criteria:
 - 1. The degree of difficulty the inmate is having or will have in formulating a release plan;
 - 2. The degree of reintegration or transitional assistance the inmate requires;
 - 3. The need to develop or improve work habits;
 - 4. Current life skill level;
 - 5. Level of family/community support;
 - 6. The degree of financial obligations and difficulty the inmate is facing (e.g., restitution, child support, etc.); and,
 - 7. How the inmate's parole plan relates to or is impacted by the placement in the work release program.
- B. Prior to placement at any work release facility or in any work release program, inmates:
 - 1. Shall have received a complete physical examination within eighteen months of placement in work release or as directed by the Health Authority.
 - 2. Should have no more than twelve [12] months to a parole eligibility, conditional release, guidelines release, or maximum release date, unless the staff of the sending facility is of the opinion that a longer term of work release placement would be in the

best interest of both the inmate and the Department with the final approval of the Deputy Secretary of Facility Management or designee.

3. Shall have no less than four (4) months to serve to a mandatory release date.
4. Shall be processed in accordance with IMPP 11-103.
- C. An Assessment for Transfer and Placement in Multi-Occupancy Housing Form shall be completed and processed on all inmates approved for placement by the sending facility in accordance with IMPP 11-106.
- D. Before any inmate is placed in a work release program, the inmate shall execute an acknowledgment form indicating an understanding that an inmate has no due process protection from being terminated from the program in accordance with procedure VII. below, and/or from being transferred to a different facility upon termination. See Attachment A, Form #15-101-001.

V. Criteria for Inmates in Work Release.

- A. An Inmate in the work release program shall:
 1. Actively seek and maintain full time gainful employment;
 2. Participate in any counseling, education, or self-help program, and activities recommended in the inmate's program agreement by the Secretary of Corrections, the Kansas Parole Board, or the facility staff;
 3. Describe who will provide transportation and the mode to be utilized;
 4. Comply with this policy and general orders of the facility; and
 5. Participate in such GPS monitoring as is determined to be appropriate by either the Deputy Secretary of Facility Management, the Warden of the facility, or the Warden's designee.
- B. A per diem rate of 25% shall be charged to the inmate for food and lodging. The per diem shall be returned to the State General Fund.
- C. An inmate shall remain in the facility at all time except when going to, returning from, or engaging in approved:
 1. Interviews with prospective employers,
 2. Paid employment or employment related training activities; and
 3. Point-to-point passes or furloughs.
- D. The Warden or Designee may extend limits of confinement. The inmate acknowledging the specific period of time, the area, and the time for which the extension is made shall be a signed document and agreement.
- E. The Warden or Designee shall formulate, publish, post and make available as a part of general orders the information which will enable the inmate to determine:
 1. The eligibility for point-to-point passes and furloughs,
 2. The identity of staff members authorized to grant passes or furloughs, and
 3. The procedure used to insure that furloughs or passes are used for the purposes for which they were granted.

- F. The Warden or Designee shall maintain as a permanent record in the inmate's file of the following:
 - 1. Disbursement of the inmate's earnings in accordance with IMPP 04-109;
 - 2. The name, address, and telephone number of the employer;
 - 3. The job or position title in which the participant is employed;
 - 4. The rate of compensation and pay period interval; and
 - 5. The inmate's regular work schedule.
- G. The Warden or Designee shall provide information to the employer about the work release program including the address and telephone number of the facility.

VI. Criteria for Inmates Managed as a Sex Offenders in Work Release in addition to Section V.

- A. For inmates with a SOTP Discharge Summary recommendation providing for no contacts with minors, the following shall apply:
 - 1. No contact: the inmate shall not have face to face or telephonic communication, physical touching of any kind, written correspondence, electronic/computer correspondence, or any indirect communication through third parties; and,
 - 2. Incidental contact: the inmate may have contact that randomly occurs as one goes about daily life, without prior planning or intent.
- B. A Work Release Plan shall be developed between the Inmate, Unit Team and the community based SOTP aftercare provider during the week of orientation, and the Work Release Plan (Attachment B) shall address those behaviors in the Personal Maintenance Program Contract (PMPC) that are in the inmates' offending cycle as they relate to the following work release responsibilities:
 - 1. Employment;
 - a. The inmate and/or Unit Team shall disclose to the employer or prospective employer the Work Release Plan Employment responsibilities.
 - 2. Transportation;
 - 3. Transportation by Privately Owned Vehicle;
 - 4. Walk Routes;
 - 5. Church;
 - 6. Library;
 - 7. Shopping Trips;
 - 8. Self Help Programs;
 - 9. Medication;
 - 10. Computer Access;
 - 11. Substance Abuse;

12. Visitation; and
 - 13 Any other item of interest.
- C. The Unit Team and community based SOTP aftercare provider shall communicate at least every 30 days to review and update, if necessary, the Work Release Plan.
 - D. Inmates shall follow their Work Release Plan and any program requirements necessary to participate in the community based SOTP aftercare.
 - E. When an inmate is considered for removal from work release for issues involving the Work Release Plan, the Warden or designee of the work release program and the Central Office designee shall make the final decision after consultation with the treatment provider.
 - F. When an inmate with a work release plan is removed from the work release program, an SOTP discharge summary and, if applicable, the deceptive polygraph report shall be included in the inmate's file.
 - G. The Unit Team, as a part of Release Planning, shall include the current Work Release Plan.

VII. Termination and Removal Procedures

- A. The Warden or Designee may terminate or suspend an inmate's participation in the work release program for any of the following:
 1. The inmate is release to community supervision,
 2. The inmate exhibits a lack of interest or motivation in securing employment,
 3. The inmate refuses to accept offers of gainful employment,
 4. The inmate is terminated from employment due to the inmate's inability to adjust or perform as required,
 5. The inmate is the cause of conflict with co-workers or the employer,
 6. The inmate is subject to disciplinary action as a result of a serious rule violation or repeated minor conduct rule violations,
 7. The inmate becomes involved in criminal activity or is suspected of criminal activity which is reported to the district or county attorney for prosecution.
 8. The inmate is not able to conform to the program structure or facility rules based upon documented situations by the staff,
 9. The inmate's activities may bring discredit to the overall work release program,
 10. The inmate requests, in writing, their voluntary removal from the program, and/or
 11. The inmate violates the extended limits of confinement, or leaves the facility of placement without proper authorization
- B. Inmates may be transferred to a correctional facility if extended hospitalization or treatment is recommended, or if the inmate is financially unable to meet the cost of short term hospitalization. The inmate may be removed from the program, or returned after treatment.
- C. In the event an inmate is terminated, the work release program staff shall document, through a review of the inmate's performance, the termination and all reasons therefore.

1. The termination report shall be maintained in the inmate's master record.
- D. If an inmate's termination from a work release program gives rise to the need to transfer that inmate to a different facility, the inmate shall be transferred, in accordance with IMPP 11-103.
1. Inmates terminated from a work release for disciplinary reasons shall be reduced to Incentive Level I, in accordance with IMPP 11-101.

VIII. Johnson County Adult Residential Work Release

- A. KDOC male or female inmates who were residents of and will be returning to Johnson County upon release, regardless of county of conviction may be considered for the Johnson County Adult Residential Work Release Subject to the following:
1. The inmate has met the above criteria for placement in a KDOC work release facility except that the inmate can have no detainer requiring jail time upon release.
 2. The inmate has a minimum of four months and a maximum of six to a release date. Placements beyond six months will be considered for exceptional reasons as determined by Johnson County Staff.
 3. The inmate's placement is subject to review/approval of Johnson County.
 - a. The KDOC reentry plan shall be submitted for inmates being referred to the program. This referral shall be submitted at least one month but not more than three months prior to the desired entrance date.
 - b. The journal entry of sentencing shall be included with the reentry plan.
 - c. Phone interviews with the inmate may be requested by Johnson County Staff. Contact shall be made with the Deputy Secretary of Facility Management or designee requesting the interview. The Deputy Secretary of Facility Management or designee shall coordinate the interview.
 4. The inmate shall be subject to the Johnson County State Work Release Program Agreement, Attachment C and contraband restrictions,[Attachment D].
 - a. Inmates shall only be allowed to leave the facility for work and any medical appointments they may have. No off ground church, shopping or other activities shall be permitted.
 5. Inmates managed as a sex offender shall participate in aftercare at the Olathe Parole Office.
- B. Upon the decision to place an inmate in the Johnson County work release program the Deputy Secretary of Facility Management or designee shall notify the Victim Notification Coordinators, Transportation Coordinator, Johnson County Staff, LCF Classification Administrator or designee Classification Administrator or designee, for the sending facility, LCF IPO and Parole Service Staff via e-mail.
1. Male inmates shall be transferred to LCF prior to placement in the Johnson County.
 2. Female inmates shall be transferred directly from TCF.
 3. The inmate's cash account shall be forwarded to Johnson County. The mandatory and force saving shall be retained by KDOC.
 4. Inmate property not allowed in the Johnson County Work Release shall be sent out at the inmate's expense or otherwise disposed per IMPP 12-120.

- C. Case Management for inmates housed at Johnson County Work Release
 - 1. The LCF IPO shall make a monthly contact with all KDOC inmates housed in the Johnson County State Work Release Program.
 - a. A designated staff member from Topeka Correctional Facility may assist the LCF-IPO with female inmate case management issues as requested.
 - 2. Designated parole staff from the Olathe Parole Office shall assist the IPO on release planning as requested.
 - a. A minimum of one direct contact between the designated parole officer and the inmate shall occur with 30 days of their scheduled release.
 - 3. Except for female inmates, designated LCF staff shall be responsible for completing final reviews, good time awards and release procedures shall be the responsibility of LCF staff.
 - a. TCF staff shall assist with the review/release as requested by LCF-IPO.
- D. Male or female inmates removed from the Johnson County State Work Release Program shall be transferred to the Johnson County jail.
 - 4. The KDOC transfer coordinator shall be notified and make arrangement to return the inmate to a KDOC facility.
 - a. Female inmates shall be returned to TCF
 - b. Male inmates shall be returned to LCF.

IX Private Prison Based and Non-Prison Based Employment Placement

- A. All eligible inmates shall be considered for private based industries assignment as authorized by KSA 75-5288 and KAR 44-7-108.
 - 1. Inmates housed at facilities that do not have private industries shall be screened by staff at the proposed sending facility prior to transfer to a facility in which the industries jobs are located.
 - 2. The names of inmates meeting the requirements for assignment to a private industries job shall be forwarded to the classification administrator at the facility in which the industry is located.
 - 3. Transfers of prospective private industry inmates shall be coordinated by the classification administrators at the sending and receiving facility or their designees.
 - 4. In some instances the inmate may be required to complete an application prior to being considered for employment in a private industries job.
- B. The selection criteria set out in Section I. above shall be followed for placement in private non-prison based employment, except the provisions of Section IV.A.2. (The degree of reintegration or transitional assistance the inmate requires.) And Section I.B.3. (Pre-release Reintegration in accordance with IMPP 10-136) shall not apply. Criteria for private prison based employment shall be dictated by the security of the area where the industry is located, and shall be provided in facility General Orders issued by the facility where the industry is located.
 - 1. Qualified inmates shall be eligible for placement in non-prison based employment up to ninety six (96) months prior to their earliest release date, as approved by the Deputy Secretary of Facility Management or designee.

2. Qualified inmates shall be eligible for placement in prison based employment beyond ninety six (96) months prior to their earliest release as approved by the facility warden.
 3. Inmates managed as sex offenders who either have an override precluding SOTP or who are currently in treatment may be considered for private, non-prison based industries.
 4. Inmates managed as sex offenders may be considered for private, prison-based industries irrespective of either their SOTP override status or treatment participation.
- C. A per diem rate of 25% shall be charged to the inmate for food and lodging. The per diem shall be paid to Kansas Correctional Industries (KCI).

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 75-5267, 75-5268, 75-5288
KAR 44-7-108
IMPP 10-136, 11-101, 11-103, 11-106
ACO 2-4G-01
ACI 3-4288, 3-4389, 3-4391, 3-4396, 3-4409

ATTACHMENTS

Attachment A - Inmate Acknowledgment Concerning Program Placement, 1 page
Attachment B - Inmate Managed As A Sex Offender Work Release Plan, 1 page
Attachment C - Johnson County State Work Release Program Agreement, 9 pages

INMATE ACKNOWLEDGMENT CONCERNING WORK RELEASE PLACEMENT

I, _____, # _____ have agreed to be placed in a work release program of the Kansas Department of Corrections at the following facility _____.

With respect to that placement, I fully understand, agree and acknowledge the following:

1. That I may be terminated from the program, prior to and without successful completion of the program, for any of the following reasons:
 - a. Behavior which interferes with my participation in the program.
 - b. Behavior or circumstances which cause my placement in the program to be incompatible with the goals of the program.
 - c. Behavior which jeopardizes the security and operation of the facility where I am participating in the program.
 - d. IMPP 15-101, or any other published policy or procedure.
 - e. For other good cause as determined by the Secretary of Corrections or designee.
 - f. Refusal to participate in recommended aftercare.
 - g. Refusal to participate in GPS monitoring or comply with GPS restrictions.
2. That I have no due process protection against or upon termination from the program, and am not entitled to a hearing of any type or sort prior to, after or in connection with my termination from the program.
3. That I have no due process protection against my personal property being controlled as per the provisions of IMPP 11-101 (Inmate Privileges and Incentives).
4. That I have no due process protection against or upon being transferred to another facility if my termination from the program gives rise to the need to transfer me to another facility; and I am not entitled to a hearing of any type or sort prior to, after or in connection with my transfer to another facility.
5. If terminated from a work release program for disciplinary reasons I will be placed on Incentive Level I.

Inmate's Signature

KDOC #

Date: _____

Witness' Signature

Date

Inmate Managed as a Sex Offender – Work Release Plan

The Inmate shall participate in and cooperate with the Unit Team and SOTP Community Program Provider by describing the areas in their deviant cycle as they relate to the work release responsibilities. Then record below how the inmate will manage those responsibilities. If necessary, include the prohibited contact with minors/children as noted in the SOTP Discharge Summary with each applicable responsibility. Note: This plan may be modified as the inmate progresses in treatment.

EMPLOYMENT:

TRANSPORTATION:

TRANSPORTATION PRIVATELY OWNED VEHICLE:

WALK ROUTES:

CHURCH:

LIBRARY:

SHOPPING TRIPS:

SELF HELP PROGRAMS:

MEDICATION:

COMPUTER ACCESS:

SUBSTANCE ABUSE:

VISITATION:

OTHER:

INMATE SIGNATURE: _____

COMMUNITY TREATMENT PROVIDER SIGNATURE: _____

UNIT TEAM MEMBER SIGNATURE: _____

DATE: _____

JOHNSON COUNTY STATE WORK RELEASE PROGRAM AGREEMENT

POLICY

All inmates shall make an informed commitment to participate in the program and comply with program conditions by signing the Work Release Agreement. Johnson County does not discriminate against qualified persons on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and services.

PROCEDURE

During admission and orientation, all new inmates shall be requested to sign the Work Release Agreement. Failure to sign shall be understood as an intent and desire on the part of the inmate not to comply with program conditions. An inmate's failure to sign shall be communicated to the court for possible court action and removal from the Work Release Program.

JOHNSON COUNTY
DEPARTMENT OF CORRECTIONS

The attached pages constitute the Work Release Plan agreed upon by the following persons:

Inmate	Date
Residential Case Manager	Date
Senior Case Manager	Date

The above named inmate agrees to abide by all applicable laws, rules, ordinances and regulations of the Johnson County Work Release Program. Special attention should be directed to the following statement:

ANY INMATE RELEASED TO THE CUSTODY OF JOHNSON COUNTY WORK RELEASE PROGRAM WHO WILLFULLY FAILS TO RETURN TO THE DESIGNATED PLACE OF ASSISGMENT AT THE TIME SPECIFIED, MAY BE GUILTY OF ESCAPE OR AGGRAVATED ESCAPE FROM CUSTODY, AND UPON CONVICTION, BE SUBJECT TO THE PENALTY PROVIDED IN THE KANSAS STATUTES ANNOTATED.

WORK RELEASE RULES

- | | | | |
|-------------|-----|----|--|
| Major | ___ | 1. | Inmate shall comply with all laws and ordinances. |
| Major/Minor | ___ | 2. | Inmate shall follow all verbal and written request and instructions from authorized staff. Failure to follow staff's directives may result in immediate removal. |
| Major/Minor | ___ | 3. | Courtesy and mutual respect is expected in all interpersonal contacts with others. <ul style="list-style-type: none"> a. Disrespect and profanity will not be tolerated. b. Threats, physical abuse, harassment, or posturing directed toward any persons will not be tolerated and may result in your immediate placement back into custody. |
| Minor | ___ | 4. | Misrepresentation of information, and/or dishonesty by inmates to any persons shall be subject to possible disciplinary action. |
| Major | ___ | 5. | Any verbal or physical conduct to exert shrewd or devious influence for ones own advantage. |
| Major/Minor | ___ | 6. | Possession of contraband is prohibited. Contraband shall be defined as any item or object or substance not specifically authorized by staff, or any authorized item which has been altered. |
| Major | ___ | 7. | Inmates shall not consume or possess any alcoholic beverages and they shall not enter establishments where alcohol is served. Inmates shall not ingest, possess or otherwise use any drug or intoxicating substance unless so prescribed by physician. |
| Major/Minor | ___ | 8. | Prescribed or over-the-counter drugs shall be turned into the Medication Room immediately, to be locked up and made available by a staff member. Cough medicine and other over-the-counter medications which contain alcohol are not allowed. All medications must be taken according to recommended dosages and in the presence of authorized staff. |
| Major | ___ | 9. | Inmates are to be at their designated place of assignment. Inmates who fail to return to the Center or are not at their place of assignment may be guilty of escape or aggravated escape under the Kansas Statutes. <ul style="list-style-type: none"> a. Inmates are responsible for notifying Work Release staff of any possible changes in their approved daily routine and must receive prior staff approval for such changes. b. Inmates are to keep themselves available for periodic phone and field checks by staff and, while away from the facility, must check in as directed. |

- c. Inmates are to go directly to and from any activity by and approved method of transportation, route and time. Should any situation occur which prevents an inmate from returning to the Center at the designated time; he shall immediately telephone the Center for instructions. Should any approved activity be terminated ahead of schedule, the inmate is required to return, immediately, to the Work Release Program.
- d. Inmates are not allowed unauthorized visitors in the community.

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| Minor | ___ | <p>10. Inmates may not leave the housing unit without prior staff approval. Inmates must sign out one hour ahead of their approved departure time.</p> <ul style="list-style-type: none"> a. Inmates are required to sign in and out of their assigned building and must notify the on-duty staff when going to another assigned area. |
| Minor | ___ | <p>11. Visitation with family and friends will only be allowed at the Center and during approved times and locations. Each inmate will submit a visitors list for prior approval.</p> |
| Major | ___ | <p>12. Inmates shall seek and maintain full-time employment or an educational program. A full-time job is defined as approximately forty (40) hours per week but is not less than thirty-two (32) hours per week. Staff approval is required for all work and educational programs. Quitting or changing jobs is not permitted without prior staff approval and may result in disciplinary action. Inmates will be employed and remain in Johnson County unless specifically authorized to leave the County.</p> |
| Major | ___ | <p>13. Inmates shall present their paychecks and other monies received to their assigned Residential Case Manager to be budgeted, prior to cashing or spending their funds. Inmates must be able to readily provide a copy of their budget sheet when requested. Inmates shall not possess any unauthorized funds nor engage in any financial or business transactions with any other inmates or outside parties, without prior staff approval. Once the paycheck or money has been budgeted, it is the inmate's responsibility to purchase money orders in accordance with the budgeting plan. Further, inmates must provide receipts of money orders and authorized purchases to be turned in to staff within 24 hours. All money orders and receipts must be photo copied at the Work Release Program. Inmates may not possess in excess of Twenty-Five (\$25.00) dollars per week. Private checking accounts and/or credit/charge cards or any kind/type are not allowed. Inmates may possess additional funds for personal hygiene, cigarettes, or haircuts in accordance with their budget.</p> |

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| Minor | ___ | 14. | Inmates are required to keep their living quarters and other assigned areas clean at all times. Inmates are also responsible for keeping themselves neat, clean and appropriately attired. Lockers must be secured when asleep or not in your assigned room. |
| Major | ___ | 15. | Inmates are required to submit to breath analysis, urinalysis testing, strip searches, pat-downs, and property searches conducted by authorized staff. Refusal and/or failure to submit may result in immediate removal. |
| Minor | ___ | 16. | Personal property of inmates allowed in the Center is subject to staff approval. Inmates are responsible for keeping their property at or below the allowed limits. Exchange of personal property is strictly prohibited. |
| Major | ___ | 17. | Any verbal or physical attempt which indicates the malicious intent to destroy any item, property or machinery may result in immediate removal. |
| Minor | ___ | 18. | Any act or attempt to alter items, property, personal living space or commons area. |
| Major | ___ | 19. | Inmates will pay 25% of their gross wages out of each paycheck to cover basic room and board. Inmates may be charged a fee for utilizing on-site medical and transportation services. Inmates are additionally responsible for the cost of urinalysis testing, as well as any other valid debts incurred while in the custody of the Johnson County Residential Center. |
| Major/Minor | ___ | 20. | Inmates are prohibited from entering any restricted areas without prior staff permission. Restricted areas include, but are not limited to, another inmate's room, the unit upon which they are not housed, the kitchen area, the Control Center, the administrative area and any staff member's office. |
| Major/Minor | ___ | 21. | Inmates requesting to attend in-house and external programming or appointments are expected to be on time. Inmates are required to be attentive and will not be allowed to read, listen to radios, eat or be disruptive in any manner during in-house and/or external programming. |
| Major/Minor | ___ | 22. | Horseplay anywhere within the facility is strictly prohibited any may result in immediate removal. Any interpersonal contact deemed inappropriate by staff will not be allowed. Such contact includes but is not limited to hugging, holding hands, combing/styling the hair of another etc. |
| Minor | ___ | 23. | Inmates shall not engage in any type of gang declaration or activity. |

This includes possession or distribution of any gang paraphernalia, showing of colors, or possession or use of gang communications, including verbal, written, and non-verbal behaviors.

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| Major/Minor | ___ | 24. | Smoking or the use of chewing tobacco within the facility is strictly prohibited. Inmates may smoke in the designated area on facility grounds, at work and while on pass only. Possession of any and all tobacco products including lighters and matches will result in disciplinary actions. |
| Major/Minor | ___ | 25. | Inmates are required to complete chores as directed by staff. It is the inmate's responsibility to notify staff 24 hours in advance if they are unable to complete the chore(s) as directed. It is also the inmate's responsibility to find another inmate to the chore. Failure to follow staff's directives may result in immediate removal. NOTE: "Wet Floor" signs need to be posted prior to mopping floors. |
| Minor | ___ | 26. | Stereos are only to be used in inmate rooms. Headphones are only to be used in inmate rooms, on facility grounds and the inmate's place of employment (if approved by employer). |
| Major/Minor | ___ | 27. | <p>Interaction between male and female inmates is strictly forbidden beyond the normal limits of sharing in life skills groups, inmate meetings, treatment groups and AA/NA meetings. This interaction includes, but is not limited to:</p> <ul style="list-style-type: none"> a. The writing of sexually suggestive notes/letters. b. Male and female inmates are not permitted to interact anywhere at the Residential Center and/or in the community alone, away from staff, and/or other inmates. c. Inmates shall refrain from sexually suggestive gestures and/or flirtation with other inmates. Sexual conduct such as sexual stimuli and/or sexual intercourse is prohibited. |
| Major/Minor | ___ | 28. | Board games, dominos and cards are permitted in the dining room/multi-purpose room only. Gambling, betting, or throwing dice is not permitted. Aggressive play will not be tolerated. |
| Minor | ___ | 29. | <p>Unemployed inmates, Monday through Friday, must be up, showered, appropriately dressed, have bed made and area picked up by 6:30 A.M. They need to report to the Control Center by 7:00 A.M. for chores. Unemployed inmates, Saturday and Sunday, must be up, showered appropriately dressed, have bed made and area picked up by 10:30 A.M.</p> <ul style="list-style-type: none"> a. Unemployed inmates are prohibited from watching television and/or playing games or cards between the hours of 7:00 A.M. and 6:00 P.M., Monday through Friday. This time is to be spent job seeking and/or doing chores. |

- Major/Minor ____ 30. Inmates will adhere to all the Transportation rules, which are taught in orientation.
- Major ____ 31. Inmates are required to adhere to the appropriate Chain of Command when addressing any problems, issues of concern with the Work Release Program. Your RCM or the CA assigned to your wing should be the first step. You have the right to contact your attorney at anytime regarding your case. Failure to follow the Chain of Command within the Work Release Program will result in disciplinary action.

I have read (or have had been read to me), understand, and agree to comply with the above rules/regulations and special conditions while in the Johnson County Work Release Program.

Inmate Signature

Date

Staff Signature

Date

CONTRABAND INCLUDES BUT NOT LIMITED TO:

- *Tattooing materials, such as needles and ink
- *Flammable or toxic materials
- *Any type of weapon
- *Nail clippers with a file or metal nail files
- *Acrylic nail kits
- *Nail polish
- *Polish remover
- *Scissors, including manicure and sewing scissors
- *Needles, razor blades or straight edge razors
- *Credit cards, ATM cards, debit or check cards, checks and/or counter checks and checkbooks
- *Incense, candles
- *Reading lights/Lamps
- *Post paid calling cards
- *Expired ID's, driver's license, and ID's, driver license, social security cards not belonging to the resident.
- *Wallet chains
- *CD's, cassettes, video's, DVD's, TVs, I-Pod, Cell phones, Pagers, and MP3 Players
- *Any electronic device with video, CD, or cassette tape capabilities
- *Computer disk, lap tops, or other hand held games
- *Large radio's
- *Large fan's
- *Cigars, clove cigarettes, "roll your own" tobacco, rolling papers and chewing tobacco
- *Butane lighters and refillable lighters such as Zippo's
- *Permanent markers, high lighters, pencils and/or color pencils
- *Cleaning supplies or laundry soap (dryer sheets are ok)
- *Mouthwash, sweet breath drops or breath spray
- *Any aerosol item
- *Hair dyes, permanent kits or relaxer kits
- *Hair extensions, wigs or hair pieces (unless attached to your head)
- *No mirrors allowed unless compact size or smaller. No light up mirrors.
- *Glass picture frames
- *Over the counter medications or vitamins
- *All medications or items which appear to be medications, drugs or items of similar appearance
- *Pornographic magazines, magazines with a minimum age for purchase inappropriate books, comics, calendars, drawings, letters, poems, etc.
- *No loose pages from any magazine
- *Pictures, phone numbers and addresses of others on probation or parole
- *Gang related materials
- *Real flowers, potpourri, or herbs
- *Office supplies other than push pins or paper clips
- *Negligee, inappropriate sleep wear or see through apparel
- *Sleeveless shirts, tank tops, or any shirt or pants that reveal your stomach or back side
- *Any clothing that has cuts or holes in it
- *Hair trimmer

These items are allowed but, at limited amounts:

*Keys-are allowed unless, the resident has a car in the parking lot for their driving contract.

Those keys will need to be in the programs buildings mail control room.

*Make up- one (1) of each item such as: lipstick, eye shadow, mascara, etc,

*Make up- one (1) bag and/ or zip lock bag allowed. Make up items not in a container/bag will be contraband.

*Personal hygiene items- one (1) of each item such as: toothpaste, deodorant, shampoo, conditioner, etc.

*Soap – no more than three (3) bars at a time.

*Cards and/or mail- can have a combination of ten (10) cards and/or pieces of mail, not counting legal paperwork

* Nothing is allowed on the walls/lockers. Paper/Photos are only allowed on Bulletin Board.

*No more than three (3) magazines- date is not an issue

*No more than two (2) books plus one (1) religious book.

*No more than ten (10) disposable razor

*TC Residents Only- **MUST HAVE SPECIAL APPROVAL FOR ADDITIONAL TREATMENT BOOK(S)**

*10 singles pictures or one complete photo album, photo album counts as your book total.

PERSONAL PROPERTY INVENTORY LIMITS PER CATEGORY

*T-Shirts, Shirts, Sweaters **A TOTAL of seven (7) combined**

* Pants, Slacks, Shorts, Sweats **A TOTAL of seven (7) combined**

*Socks, Underwear, White T-Shirts, Bras **No more than seven (7) per item**

*Electronics, Jewelry **A TOTAL five (5) combined**

*Shoes includes Work Shoes and Shower Shoes **A TOTAL of four (4) combined**

*Coats, Hats, Gloves, Pull Overs **A TOTAL of four (4) combined.**

*Wallet or Purse **Only one (1)**

* Suitcase, Gym Bag **Only one (1) Must fit under your assigned bed and remain empty**

*Backpacks or Briefcase **As needed and approved by Property Staff**

*Company-issued uniforms **A TOTAL of five (5)**

*Other Items **A TOTAL of five (5) combined MUST BE APPROVED BY PROPERTY OFFICER**

Examples: Stuffed animal- one (1) is allowed. No bigger than an average size shoe box.

Artificial floral arrangement – one (1) is allowed if the resident attends class when made

No more than one (1) small umbrella

No more than one (1) night light